



Franklin

COUNTY SCHOOLS

Superintendent Nakia Hardy, Ed.D

Franklin County Schools: Before and After School Child Care Handbook (2026-2027)

Escuelas del Condado de Franklin: Manual del Programa de Cuidado Infantil Antes y Después del Horario Escolar (2026-2027)

I. Program Overview and Eligibility

Franklin County Schools provides an affordable, safe, and convenient Before and After School Child Care Program for students in grades K-5 at select elementary locations. This program is a non-profit, self-supporting service. Please note that this service is not available for Pre-K students, and its continued operation at any specific site depends on sustainability as determined by the district.

I. Descripción General del Programa y Elegibilidad

Las Escuelas del Condado de Franklin ofrecen un Programa de Cuidado Infantil Antes y Después del Horario Escolar que es económico, seguro y conveniente para los estudiantes de los grados K-5 en ubicaciones selectas de escuelas primarias. Este programa es un servicio sin fines de lucro. Tenga en cuenta de que este servicio no está disponible para los estudiantes de Pre-K, y la continuidad operativa en cualquier sitio específico depende de su sostenibilidad según lo determine el distrito.

II. Enrollment and Registration

- **Registration Process:** Parents must contact their School Treasurer for the link to the online application. Enrollment is accepted throughout the school year based on space availability, though early registration is encouraged.
- **Enrollment Requirements:** Full-time enrollment is required; part-time options are not available. Parents must complete registration forms, emergency information, and signed contracts for all students.
- **Priority and Capacity:** Priority is given to kindergarten students and currently enrolled families, followed by first-come, first-served enrollment. Each site manages its own minimum and maximum capacity.



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- **Account Standing:** Students with outstanding balances from previous years are ineligible for registration.
- **Withdrawal:** The Site Coordinator and School Treasurer must be notified in writing if a child is withdrawn. Failure to provide advance notice may result in the parent being responsible for up to 30 days of fees. Any unpaid fees at withdrawal may become part of the student's permanent record.

III. Financial Policies and Fees

- **Payment Deadlines:** Monthly fees are based on the number of student days per month and are **due by the 15th of each month**. Online payments are strongly encouraged; if paying by check, the payer's phone number must be included.
- **Registration Fees:** New students must pay a **\$25.00 registration fee**. This fee is waived for families who already have a child enrolled in the program.
- **Late Fees:** A **\$25.00 late fee** is assessed for payments received after the 15th.
- **Late Pick-up Fees:** Children must be picked up by the scheduled closing time. Late pick-ups result in a charge of **3.00 for the first minute**and**1.00 for each additional minute**.
- **Non-Payment:** If fees remain unpaid for a full month, the student will be suspended from the program until the balance is paid in full.
- **Proration and Discounts:** Fees are not prorated for absences; full payment is required regardless of attendance, with the only exceptions being late enrollment or early withdrawal. There are no discounts for multiple children.

IV. Operational Schedule

- **Standard Hours:** Before Care operates from **6:00 a.m.** until school begins, and After Care operates from dismissal until **6:30 p.m.**. Specific times may vary by location based on participation.
- **Teacher Workdays:** The program may open on required teacher workdays depending on projected attendance. The daily rate is **\$16.00**, and parents must provide all meals, snacks, and beverages.
- **Special Adjustments:**



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- **Early Release Days:** On monthly faculty development days, After Care is open until 6:30 p.m. at no additional charge.
- **Election Day:** On scheduled late arrival days, Before Care opens at 6:00 a.m. at no additional charge.

V. Inclement Weather and Emergency Closures

Parents should monitor WRAL Channel 5, district social media, the district website, and sign up for text alerts.

- **Delayed Opening:** Before Care will not operate.
- **Early Dismissal:** After Care will be closed; parents must pick up children at the time of school dismissal.
- **Full Day Cancellation:** The program will be closed.
- **Emergency Closures:** If emergencies (such as water or sewer issues) force a closure, parents will be notified to pick up their children immediately.
- **Credits:** Refunds are not provided for weather closures. However, if closures exceed 10 days in a school year, the Board may authorize a one-time 50% service fee credit for:
 - currently enrolled students
 - With accounts paid in full

Any potential service credit would be applied in a designated service month following the excessive closures.

VI. Health, Safety, and Emergency Care

- **Sign-In/Sign-Out:** Parents must enter the building to manually sign their children in each morning and out each afternoon.
- **Handling Emergency Care and Medication:** Due to the times when before/after care is offered to families, nurses or trained first responders are not available to provide care. Medication administration or other healthcare procedures cannot be provided in the before/after care program. Franklin County Schools will make every effort to ensure that the before and after-care staff are trained in CPR, the use of automatic external defibrillators, and the administration of school-supplied epinephrine in the event of anaphylaxis. This is



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the extent of emergency care that can be provided and staff will be instructed to notify parents and call 911 for all emergencies..

VII. Discipline and Behavior Management

The program follows the **Franklin County Schools Student Code of Conduct** and uses positive reinforcement.

- **Disciplinary Actions:**
 - **Three Discipline Reports:** Three-day program suspension.
 - **Subsequent Reports:** Five-day program suspension.
 - **Continued Issues:** Potential permanent program removal.
 - **Immediate Threats or Discipline Needs:** The site staff will notify the school site administration, and administration will follow the FCS Student Code of Conduct.
- **Conflict Resolution:** Parents should first consult with Site Staff, followed by School Administration, and then District Administration if necessary.

VIII. Permissions and Rules

By enrolling, parents grant permission for:

- Use of all playground equipment (fenced or unfenced) and the gym.
- Participation in holiday celebrations and scheduled events.
- Adherence to the district dress code.
- Acknowledgment of the Parent Contract and North Carolina Child Care Law summary.

IX. Contact Information

For site-specific questions, contact your **Site Coordinator, School Treasurer, or Principal**. For district-level inquiries:



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